

DEPARTMENT OF SOCIAL SERVICES
HUMAN RESOURCES ASSISTANT
DIVISION OF HUMAN RESOURCES

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

The Department of Social Service's Central Office Human Resources Unit is seeking an energetic human resources professional who will serve to assist our professional staff with a broad scope of human resources tasks.

Open To: **The Public and State Employees who meet the following eligibility:**

Applicants must have taken and passed the current State of CT examination for Human Resources Assistant #061200. State employees who are currently classified at this level or previously attained permanent status in this classification will be considered for lateral transfer. Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this vacancy.

Location: Central Office - 55 Farmington Avenue, Hartford, CT

Position number: 111175

Schedule: Monday – Friday: Hours To Be Determined

Salary Range: \$54,171 – 70,310 Annually (CR-19)

Posting Date: Wednesday, March 25, 2015

Closing Date: Wednesday, April 1, 2015

Essential Responsibilities:

This position will support a team of Human Resource professionals in the review and the confirmation of system data and transactions, including, salary computations, employee seniority and longevity calculations, benefit reconciliations, and tuition reimbursement. The incumbent in this position will play an integral role by assisting and responding to agency requests regarding time and attendance and associated accruals, leaves computations, as well as processing reports related to time and attendance through the CORE-CT self-service payroll function, used by the State of Connecticut. Additional assistance with Divisional HR projects and training efforts will be needed.

Qualifications:

The primary responsibilities of this position require that applicants must demonstrate a knowledge of the principles and techniques of public human resources management; have some knowledge of relevant state and federal statutes & regulations; have a thorough working knowledge and proficiency in the navigation and use of the Core-CT database; demonstrate strong oral and written communications skills; are able to understand, evaluate and solve problems by exercising good judgment and reasoning; are reliable, have excellent time management skills and are able to handle sensitive situations with diplomacy and tact; demonstrate the ability to analyze and gather data and have an ability to acquire knowledge and have a keen attention to detail.

Successful applicants must also demonstrate the ability to build strong working relationships with coworkers, supervisors, managers, and agency staff.

Preference will be given to applicants who have a working knowledge of CORE-CT, EPM reporting, and a strong aptitude for numbers.

Note: *The filling of this position will be in accordance with State reemployment/SEBAC, transfer, promotion, and merit employment rules.*

Application Instructions:

Candidates who meet the above requirements should forward a completed State of Connecticut Application for Examination or Employment (CT-HR-12). The CT-HR-12 Application Form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources website at: www.das.state.ct.us/exam/default.asp#APPLICATION FORMS. Please **mail** your completed State of Connecticut Application for Examination or Employment (CT-HR-12), cover letter and three (3) supervisory reference letters (*State employees must submit their two (2) most recent Performance Appraisals in lieu of references*) **in duplicate** to:

Kelly Geary, Principal Human Resources Specialist
Department of Social Services
55 Farmington Avenue
Hartford, CT 06105

APPLICATIONS MUST BE POSTMARKED ON OR BEFORE APRIL 1, 2015,

Due to the large volume of applications received, we are unable to field phone inquiries.

~PLEASE BE ADVISED THAT HAND-DELIVERED/FAXED/E-MAILED APPLICATIONS WILL NOT BE ACCEPTED~

LATE OR INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED

~TWO (2) COMPLETE SETS OF ALL APPLICATION MATERIALS MUST BE SUBMITTED~

An Equal Opportunity / Affirmative Action Employer

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.